Full Cost Decision Memorandum: Civil service requirement documentation (WF-10)

Issue:

How are civil service workforce requirements documented?

Source / reference:

LaRC Full Cost Implementation Team (2003-2004)
LaRC Office of the Chief Financial Officer (OCFO)
LaRC Office of Human Resources (OHR)

Background:

LaRC has used several methods and/or systems over the past few years to document Program Requirements (including workforce).

Options:

1. Continue to use existing processes and systems to document agreements
2. Develop new processes and systems to document agreements

Decision:

Option 1. The established Center process and systems will continue to be used to document workforce requirements. The Center has an established budget process that integrates workforce and resource planning. The current system used to document workforce plans is WIMS using the PRD's. For additional information on the binding nature of workforce agreements during a fiscal year reference the policy on workforce requirement changes (WF-9). The noted policy on workforce requirement changes clarifies that managers should attempt to re-deploy any civil service workforce no longer required by a given program/project. However, if after the final revision of the plans prior to entering the year, the organization is unable to re-deploy civil service personnel; the project is responsible for funding all associated costs of the impacted personnel for the remainder of the fiscal year.

Approved by LaRC CFO (Ken Winter) 3/29/04